



## **HOW to APPLY for the U.S. SMALL BUSINESS ADMINISTRATION'S MENTOR/PROTÉGÉ PROGRAM**

***Provide the following documents to the Protégé's  
SBA Servicing District Office's Business  
Development Specialist: (Please place a ☐ in the  
box next to the requested information)***

- 1. Documents Required from the PROTÉGÉ:**
  - a. Certification that the Protégé is in good standing with all SBA rules and regulations:**
    - i. ☐ Annual Review Requirements**
    - ii. ☐ Federal Financial Obligations**
    - iii. ☐ Business Activity Targets  
(Transitional Stage only)**
  - b. ☐ A copy of the most recently updated SBA-approved business plan (e.g. SBA Form 1010C, U.S. Small Business Administration 8(a) Business Plan)**
  - c. ☐ A copy of the most recently updated Central Contractor Registration/Dynamic Small Business Search Profile**

**2. Documents Required from the MENTOR:**

- a. ☐ **SBA Form 1623, *Certification Regarding Debarment, Suspension, and Other Responsibility Matters*. Provide a copy of the form with the original signature and current date**
- b. ☐ **Copy of the last two years Federal tax returns (copy of originals that were signed, dated and submitted to the Internal Revenue Service (IRS))**
  - i. ☐ **If submitted electronically, provide a copy of the original, signed and dated e-file signature authorization form that was submitted to the IRS. Provide a copy of either IRS Form 8879-PE, *IRS e-file Signature Authorization for Form 1065 or IRS Form 6679-C, IRS e-file Signature Authorization for Form 1120***
  - ii. ☐ **If an extension was requested, a copy of the original IRS Form 7004, *Application for Automatic 6-Month Extension of Time to File Certain Business Income Tax, Information, and Other Returns*, that was signed, dated and submitted to the IRS. Also, provide a copy of the tax forms for the last two years prior to the extension request**
- c. ☐ **Copy of IRS Form 851, *Affiliations Schedule* (if applicable)**
- d. ☐ **IRS Form 4506-T, *Request for Transcript of Tax Returns***
- e. ☐ **Copy of last two years financial statements (audited with notes, preferred)**
- f. ☐ **Two letters of commendation evidencing good character from business associations, organizations, peers or procuring activities (dated within the last two years)**

g. ☐ **Written narrative executive summary detailing commitment and ability to assist and support Protégé. Provide history of Mentor and the objectives for entering into this agreement.**

h. ☐ **Copy Central Contractor Registration (CCR) profile**

i. ☐ **Provide a list of the three most recent Federal Government contracts (include Agency Name, Contract Number, NAICS, Period of Performance and Dollar Value). \*\*If no Federal Contracts were performed, provide a list of the three most current commercial contracts (include the Client Name, Contract Number, NAICS, Period of Performance and Dollar Value).**

j. ☐ **Provide a statement that the Mentor is/is not participating in any other formal Mentor-Protégé Programs.**

**Agency's Name:** \_\_\_\_\_

**Name of Protégé:** \_\_\_\_\_

**Date of Agreement:** \_\_\_\_\_

k. ☐ **Provide a statement that the Mentor does/does not have another SBA-approved Mentor-Protégé Agreement.**

**Protégé's Name:** \_\_\_\_\_

**8(a) Case #:** \_\_\_\_\_

l. ☐ **Provide a statement that the Mentor will annually certify that it continues to possess good character and a favorable financial position, if the agreement is extended by SBA.**

- **The 3 statements above may be submitted on one sheet and must be signed and dated by the Mentor.**

### **3. Documents Required from BOTH PARTIES:**

- a. ☐ A signed and dated written Mentor-Protégé Agreement (see template at [www.sba.gov/aboutsba/sbaprograms/8abd/index.html](http://www.sba.gov/aboutsba/sbaprograms/8abd/index.html))
- b. ☐ A statement of explanation on any prior affiliations between both parties, including joint ventures
- c. ☐ A statement of explanation on current or planned ownership of Protégé firm by Mentor